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ABSTRACT

There has long been a need for closer communication among Iowa libraries, particularly among the ten regional centers developed under the Iowa State Plan of Library Development. A method of fast written communication among certain key libraries, formed into an operating system, would provide a means of developing all the libraries in the state that wished to cooperate with others in providing better service to their patrons. With the decision at the state level to begin statewide implementation of subject specialization, and the increasing need to develop a more efficient interlibrary loan system, it was apparent that some kind of modern communications system was called for. A decision was made by Miss Ernestine Grafton, State Librarian, in the fall of 1969 to begin a teletype network. In October of the same year, eleven libraries were interconnected on universal exchange of the Northwestern Bell Telephone TWX System. This manual is specifically designed to facilitate use of this system in participating libraries. (Author)

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IOWA LIBRARY INFORMATION TELETYPE EXCHANGE

REGULATIONS

AND

OPERATIONAL TECHNIQUES

A

MANUAL

FOR

LIBRARY ADMINISTRATORS

AND

TWX OPERATORS

EDITED BY RON STUMP

PRODUCED BY

CENTRALIZED LIBRARY AUTOMATION SERVICE SYSTEM

AN AGENCY OF THE

IOWA STATE TRAVELING LIBRARY

REVISED EDITION 1971

DES MOINES, IOWA

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INTRODUCTION

There has long been a need for closer communication among Iowa libraries, particularly among the ten regional centers developed under the Iowa State Plan of Library Development. A method of fast written communication among certain key libraries, formed into an operating system, would provide a means of developing all the libraries in the state that wished to cooperate with others in providing better service to their patrons.

The Prairie Hills Library System had been engaged in exploration of possible machinery and operating systems since early 1968 in the area of interlibrary communications.

With the decision at the state level to begin statewide implementation of subject specialization, and the increasing need to develop a more efficient interlibrary loan system, it was apparent that some kind of modern communications system was called for.

A decision was made by Miss Ernestine Grafton, State Librarian, in the fall of 1969 to begin a teletype network. In October of the same year, eleven libraries were interconnected on universal exchange of the Northwestern Bell Telephone TWX System.

This manual is specifically designed to facilitate use of this system in participating libraries.

SYSTEMS DESCRIPTION

The I-LITE System is designed to provide a thorough search of participating libraries' collections through the use of a loop, which includes the Iowa State Traveling Library, and finally sending to the Bibliographic Center for Research for locations of desired materials. The map on page 12 is a graphic representation of the flow of the loop.

I. GENERAL REGULATIONS

A. MESSAGE IDENTIFICATIONS

Standard abbreviations (followed by the sequential serial number and date) will be used to identify the type of message and will be considered as part of the serial number:

ILLRQ - Interlibrary Loan Request, for each title.

ILLRP - Interlibrary Loan Report and Renewal Approval.

ILLRN - Interlibrary Loan Renewal Request.

REFRQ - Reference Question or Verification Request.

REFRP - Reference Report in response to above.

I-LITE LOOP - Proper message identification for Iowa Library Information Teletype Exchange Interlibrary Loan Loop.

ILMSG - Interlibrary plain text message.

MSG - Plain text message to a non-library teletype.

B. MESSAGE SERIAL NUMBER

A message numbering system has been evolved which has proven quite satisfactory. The system requires that the first message transmitted at the beginning of the numbering period (usually one year, starting January 1) be TYPE (See Above) 1 01/JAN/YY, and every message following be numbered sequentially. Reference to the log (see p. 4 for sample) for the number of the last message will indicate what number to use next. All Requests, Questions, Reports and Messages should be so numbered. Under this one system for all messages, providing unique identification for each message, the chance for error will be very slight. It is clear that each message refers to only one transaction, and that a single transmission might have several messages in it, and may therefore contain several numbers. Referal to a past message by its serial number is the best positive way in which to identify it.

C. UNIFORM DATE IDENTIFICATION

The form for dates should be standardized for uniformity, ease of reading, and future computer usage, as: DATE/MONTH/YEAR

31/OCT/69

Please use the standardized ALA approved three letter abbreviation for months:

JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG,
SEP, OCT, NOV, DEC.

SENDING TWX MSG

DATE	MSG TYPE	SERIAL NOS.	STATION	REMARKS	OPR

RECEIVED THX MSG LOG

DATE	MSG IDENT.	STATION	REMARKS	OPR

II. REFERENCE REGULATIONS

A. GENERAL

In Reference work, libraries will teletype directly to the library with the appropriate subject specialty or to the School of Library Science, University of Iowa. Reference inquiries will be numbered serially with all other interlibrary loans and other interlibrary messages. The reference inquiry should state clearly, completely and concisely as possible, the desired information and should include the following:

1. Exactly what information is requested;
2. What form do you expect the answer to take (an article citation, statistics, a declaratory statement, photocopy, etc.);
3. What sources have already been checked at the requesting library;
4. What likely sources are unavailable at the requesting library;
5. Description of patron (student, adult, professional person);
6. Date needed--indicate if there is no deadline.

If a negative or insufficient answer is received the Reference Request is sent to the State Library. If the State Library can fill the request, they will do so. If the State Library cannot fill the request, they will forward the request to the Denver Bibliographic Center, if the requesting library has indicated that the search should be continued (see p.20 for Bibliographic Center operations).

B. SUBJECT SPECIALIZATION LIBRARIES

Initial subject specialization areas were selected by some participating libraries in September of 1969, but the subsequent lack of federal funding prevented any concrete work being done until the following year.

On March 25, 1970, the declared participants and several additional libraries selected their areas of subject specialization, subject to continuing availability of federal funding.

INDEX TO SPECIALIZATIONS

AMERICAN HISTORY.....	CLINTON PUBLIC LIBRARY
AMERICAN LITERATURE.....	MASON CITY PUBLIC LIBRARY
DRAMA.....	DES MOINES PUBLIC LIBRARY
ENGLISH HISTORY.....	COUNCIL BLUFFS FREE PUBLIC LIBRARY
ENGLISH LITERATURE.....	COUNCIL BLUFFS FREE PUBLIC LIBRARY
FINE ARTS.....	IOWA CITY PUBLIC LIBRARY
HISTORY-AMERICAN.....	CLINTON PUBLIC LIBRARY
HISTORY-ENGLISH.....	COUNCIL BLUFFS FREE PUBLIC LIBRARY
HISTORY-IOWA.....	IOWA STATE TRAVELING LIBRARY
HISTORY-WORLD.....	SIOUX CITY PUBLIC LIBRARY
IOWA HISTORY.....	IOWA STATE TRAVELING LIBRARY
LITERATURE-AMERICAN.....	MASON CITY PUBLIC LIBRARY
LITERATURE-ENGLISH.....	COUNCIL BLUFFS FREE PUBLIC LIBRARY
MUSIC.....	DES MOINES PUBLIC LIBRARY
PHILOSOPHY.....	MARSHALLTOWN PUBLIC LIBRARY
POLITICS.....	IOWA STATE TRAVELING LIBRARY
PSYCHOLOGY.....	MARSHALLTOWN PUBLIC LIBRARY
PUBLIC ADMINISTRATION.....	IOWA STATE TRAVELING LIBRARY
SOCIAL SCIENCE..... (Less Education and Economics).	BURLINGTON FREE PUBLIC LIBRARY
THEATRE.....	DES MOINES PUBLIC LIBRARY
TRAVEL.....	CATTERMOLE MEMORIAL LIBRARY (Fort Madison)
USEFUL ARTS.....	WATERLOO PUBLIC LIBRARY
WORLD HISTORY.....	SIOUX CITY PUBLIC LIBRARY

26/JUN/70

C. REFRQ TO THE SCHOOL OF LIBRARY SCIENCE (UNIVERSITY OF IOWA).

1. SCOPE: Advanced reference students, under the supervision of Prof. Carl Orgren, will utilize the collections of the University of Iowa Libraries and other information resources in the Iowa City area to answer REFRQs teletyped to the School of Library Science. This service, in addition to giving library science students practical experience in reference work, is intended to provide I-LITE libraries with access to information which can be found only in a large research collection.

2. No interlibrary loan requests, whether for specific titles or materials on a particular subject are permitted.

3. For the present, photocopies of articles, etc., cannot be supplied from the university library collections. Citations of articles in point will be supplied and the requesting library must obtain these from usual sources.

4. Inquiries requiring extended research (such as the compilation of lengthy bibliographies) should be sent to ISTL or the appropriate reference center (see p. 6A). However, requests to supply citations for titles from a specific bibliography or index, for a specific period, and on a specific subject may be sent to the library school.

5. Requesting libraries are asked to be very specific when phrasing reference questions for the library school. In addition to the items listed on page 5 of this manual, REFRQs should include the following:

   A two column alphabetic code describing patron and intellectual "level of the material desired" should preface each REFRQ:

Column 1		Column 2	
S	(student)	G	(grad)
P	(professional)	S	(secondary)
B	(business)	E	(elementary)
G	(general)	C	(college)

EXAMPLE: An adult searching for information on weaving at the advanced amateur level would be characterized "GA":

```
IA SUI LIB SCI
REFRQ 371    21/MAR/71
GA
NEED PERIODICAL CITATIONS FOR ARTICLES ON WEAVING AS A HANDICRAFT
BACKGROUND & HOW-TO INFO.
HAVE CKD:  RG 1960 TO DATE.
SUGG:  INDEX TO HANDICRAFTS
NEEDED BY:  30/MAR/71

END REFRQ 371
IA EASTERN CF
END.
```

If either patron or intellectual level of material column cannot be determined, place * in that column to indicate that such information is not readily available, or is not applicable to particular request.

6. I-LITE libraries are encouraged to send requests for verification of titles to the library school. Such requests should include the following:

   a. Sources you have checked;

   b. Some indication as to whether the title has been very recently published or is old and long out-of-print(in this connection it is often useful to inquire where a patron learned of a title).

D. REFRQ FORMAT AND EXAMPLES

1. Format

REFRQ NO. DAY/MONTH/YEAR
QUESTION?
SOURCES CHECKED.
LIST OF SUGGESTED SOURCES.
DESCRIPTION OF PATRON
DATE NEEDED
REQUESTING LIBRARY ANSWERBACK
END REFRQ NO.

2. Examples

REFRQ 73 2/AUG/71
NEED BIBLIOGRAPHY OF ARTICLES ABOUT
LEGAL RIGHTS OF PRISON INMATES IN U.S.
HAVE CKD: RG, SSHI
SUGG: CRIME & DELINQUENCY ABSTR.
TEACHER NEEDS INFO FOR SPEECH
DEADLINE: 15/AUG/71
FORT MAD LIB
END REFRQ 73.

REFRQ 125 3/NOV/71
WHERE IS OLDEST STANDING FRAME
BUILDING IN IOWA?
HAVE CKD: "WPA GUIDE, IOWA"; INDEXES:
PALIMPSEST, IOWA J. HIST. & POL., ANNALS.
LOCAL WRITER NEEDS FOR ARTICLE
NO DEADLINE.
IA PUB LIB DAV
END REFRQ 125.

REFRA 1354 5/JAN/72
WHAT IS NUMB. DEATHS REPORTED DUE TO
RH FACTOR IN CHILDREN IN U.S. IN YEARS
1950, 1960, 1970?
CKD: WORLD ALMANAC, STATISTICAL ABSTR.
STUDENT CURIOUS! NO DEADLINE.
IA CLINTON LIB
END REFRQ 1354.

III. INTERLIBRARY LOAN REGULATIONS

A. GENERAL

1. Requests originating from mass or citywide school assignments should be handled locally and will not be considered eligible for interlibrary loan requesting.

2. Requests for children's books should be handled locally and will not be considered eligible for interlibrary loan requesting, unless originating from an adult patron for a special project or other similar circumstances.

3. New books (Publishing date three months or newer, calculated from current date), current "best sellers", or pre-publication copies, will not be considered eligible for interlibrary loan requesting, if they are not part of a subject specialization request to a participating library (see page 5).

If a copy is desired for review, the library should write or TWX directly to the publisher or jobber, asking for a copy on approval. Almost without exception, publishers are happy to supply an "on approval" copy.

4. All requests must be verified before they are transmitted by TWX. For a book request to be honored, it must follow the standard form, and must contain the correct author, title, and a date of publication.

All requests being prepared for transmission must be checked through a specific list of basic verification tools owned at each TWX Library. Verification in Cumulative Book Index is preferable to all other verification sources.

The list, calling for the most recent edition and/or the current subscription, is:

BOOKS IN PRINT.....BIP
SUBJECT GUIDE TO BOOKS IN PRINT.....SGBIP
AMERICAN BOOK PUBLISHING RECORD.....BPR
CUMULATIVE BOOK INDEX.....CBI
READER'S GUIDE TO PERIODICAL LITERATURE.....RG

Inexperienced librarians are reminded that the title and subject volumes of BOOKS IN PRINT seldom give publication dates, but the author volume of BIP almost always does.

For those TWX libraries which already own the preceding requirements or which have additional funds after satisfying the requirements of the basic list, the following secondary list is highly recommended, although it is not required:

APPLIED SCIENCE & TECHNOLOGY.....ASTI
BUSINESS PERIODICALS INDEX.....BPI
ESSAY AND GENERAL LITERATURE INDEX.....EGLI
SHORT STORY INDEX.....SSI
BIOGRAPHY INDEX.....BI
PAPERBOUND BOOKS IN PRINT.....PBIP
SOCIAL SCIENCES AND HUMANITIES INDEX.....SSHI
EDUCATION INDEX.....EI
INDEX TO LEGAL PERIODICALS.....ILP
BIOLOGICAL AND AGRICULTURAL INDEX.....BAI
ART INDEX.....AI

NOTE: Because of the regulation that newly published items which are likely to be in local demand <u>should</u> <u>not</u> be requested on the loop, titles which must be verified from FORTHCOMING BOOKS (FB) will usually not be eligible for interlibrary loan.

(18/MAY/70)

5. Loan period, over-dues, lost books, and reserves are all to be handled by the normal interlibrary loan process for each library.

B. Interlibrary Loan Procedures.

1. On 13/Nov/70 the libraries participating in I-LITE decided to discontinue the use of the four-part ALA interlibrary loan form for loans between network members.

The following procedures are not intended to disturb the normal interlibrary loan processes for: (1) loans between a cooperative headquarters library and its members; or (2) between libraries which are members of the same cooperative; or (3) transactions with libraries which are neither cooperative nor I-LITE members; or (4) transactions with libraries outside the state.

2. Procedures for lending libraries:

a. Lending libraries must keep a record of what library is borrowing the book (this record is normally Sheet A--Request--of the ALA form). This record may be kept in the same way you record loans to your local patrons. Merely record the borrowing library's name and address in the same manner you record your patron's name. (If you have difficulty adapting your circulation system for this purpose, please phone Ron Stump, 515-281-3510.)

b. The borrowing library must be informed that the requested item is being sent (this is the function of Sheet B--Report--of the ALA form). In I-LITE, this function is performed by the ILLRP sent from the TWX library filling the request to the TWX library which requested the material. Upon receipt of this ILLRP, requesting TWX libraries inform members of their cooperative by mail or telephone that the item is being sent. NOTE: When an item on reserve is finally loaned, an ILLRP identifying the ILLRQ number, the book

title and author, and the borrowing library should be sent by the lending library (see example on page 17A).

c. The loaned book must contain something to indicate the following:

(1) Name of borrowing library;
(2) name of lending library;
(3) date loaned; and
(4) date due.

To insure uniformity, it is recommended that the following 3 x 5 slip (herein referred to as the "I-LITE Slip") be inserted into the book pocket:

This book is an I-LITE interlibrary loan TO:

(name of borrowing library)

FROM:

(name and address of lending library)

DATE LOANED:_____

DATE DUE:_____

Please return this slip with the book to the lending library

Such slips can be mimeographed on card stock or on paper. The name of the borrowing library and the DATE LOANED can be hand-written or typed. The LENDING LIBRARY can use rubber stamps to indicate library name and DATE DUE, or the lending library's name and address can be mimeographed when the slip is prepared.

Occasionally the lending library may have special instructions concerning the use of the material. Such messages could be placed on this "I-LITE Slip" or attached to it.

d. The lending library should enclose in the book (perhaps by attaching it to the I-LITE Slip) a mailing label containing the return address.

e. Renewals of interlibrary loans will be requested by TWX or mail.

f. There will be no separate notice sent to the lending library that the book is being returned (the function of Sheet D--Notice of Return--of the ALA form). Lending libraries should, through procedures used for local circulations, be able to determine when interlibrary loans are overdue.

3. Procedures for borrowing libraries:

a. Borrowing libraries without TWX transmit their requests to their cooperative headquarters library in the usual manner.

b. TWX libraries sending I-LITE requests for their members, upon receipt of an ILLRP, must inform the member library by mail or telephone of the following:

(1) Title of the request being sent;
(2) name of the lending library;
(3) approximate date the item was sent;
(4) if the item has been placed on reserve, or if there was other disposition of the request.

c. Borrowing libraries must record the fact that requested material is being sent. If the material is not received within a reasonable time (2 weeks), the lending library should be contacted, either directly or through the cooperative headquarters library, so that a search for the material may be made.

d. When circulating borrowed items to local patrons, the library should preserve the return mailing label. It is suggested that the "I-LITE Slip" remain in the book pocket to alert the staff (when the book is returned) that it is an interlibrary loan. If the "I-LITE Slip" is removed from the book during local circulation, the author and title should be written thereon to enable it to be reunited with the book prior to its return to the lending library. It is suggested that borrowing libraries work out internal procedures consistent with their own circulation system for dealing with this problem.

IV. I-LITE Loops

A. I-LITE Configuration

The network consists of three "message circuits" or "loops", two consisting of public libraries and Iowa State Traveling Library, the other consisting of academic libraries and Iowa State Traveling Library. Requests are placed on these loops at any point and are transmitted from library to library until they are either filled or returned to the requesting library where they are removed. Requests which are unfilled on one loop may be transmitted to Iowa State Traveling Library to be switched on the other loop if they are eligible. Requests not filled on the loops will on request be forwarded by Iowa State Traveling Library to the Bibliographic Center for Research at Denver for appropriate service.

B. Loop Description

1. Public Library Sections.

While a "request list" (also called a "loop") is not ordinarily expected to make a complete circuit of all libraries in the same day, the message circuit is designed so that a loop (request list) will reach every TWX library at least once each day. This permits each library to circulate its requests with a minimum of delay. In order to make this possible, a loop is originated each morning for Section East and for Section West. Both are transmitted along the counter-clockwise routes outlined on the maps on page 12A and 12B of this manual.

2. Academic Library Section.

In order to facilitate internal handling of the loop in academic libraries, the loop will be transmitted by each library at a scheduled hour each day. Adjustments in such scheduling will be made when circumstances require them.

All libraries participating on the academic library loop will be provided with the transmission schedule and will be consulted before changes are made.

The academic library loop will be transmitted along the clockwise route indicated on the map on page 12 of this manual.

C. Designated Originating Libraries

The two designated libraries will periodically originate the loop, even if the previous day's loop has not been received. If no loop is received and no requests are to be added, each designated originating library may send a loop, using the proper heading, stating: "NO REQUESTS TODAY" and the proper ending.

In order to regulate the number of loops in circulation, the designated originating libraries will from time to time receive instructions regarding the frequency and the conditions under which loops should be initiated.

D. I-LITE Loop Heading - Public Library Sections

The I-LITE loop is properly headed with the words "I-LITE LOOP EAST" or "I-LITE LOOP WEST". The loop heading is followed by the date and the answer-back code of the sending library. This is followed by the word "REPORTING".

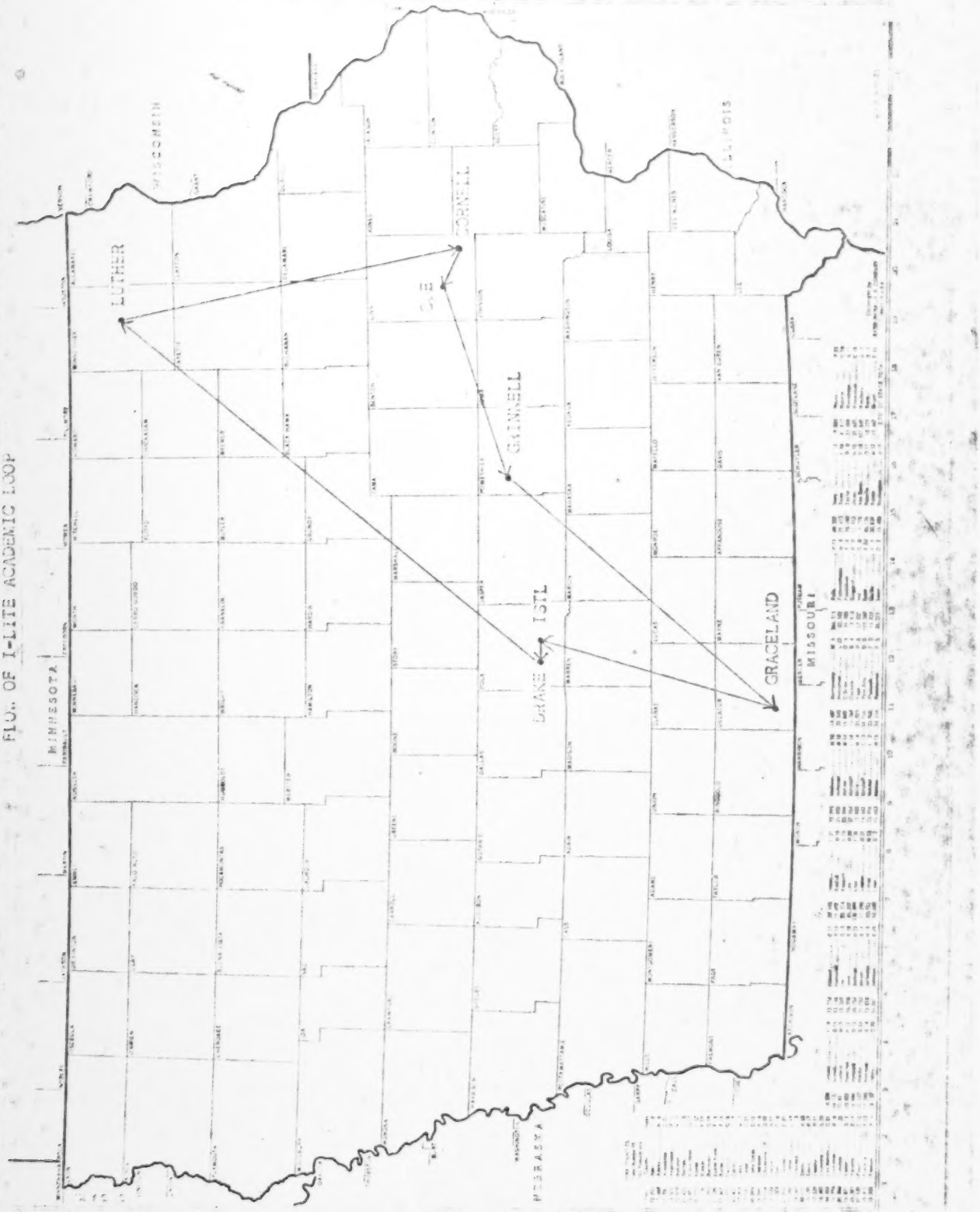
To further aid in identifying individual loops, Iowa State Traveling Library will add a test number to each loop as it passes through ISTL. This number will take the following form: "ILMSG TEST #1347". It should not be removed from the loop.

1. USUAL LOOP HEADING

```
I-LITE LOOP EAST
16/NOV/71
IA BURLING FPL
REPORTING

I-LITE LOOP WEST
16/NOV/71
IA PUB LIB CDR
REPORTING
```

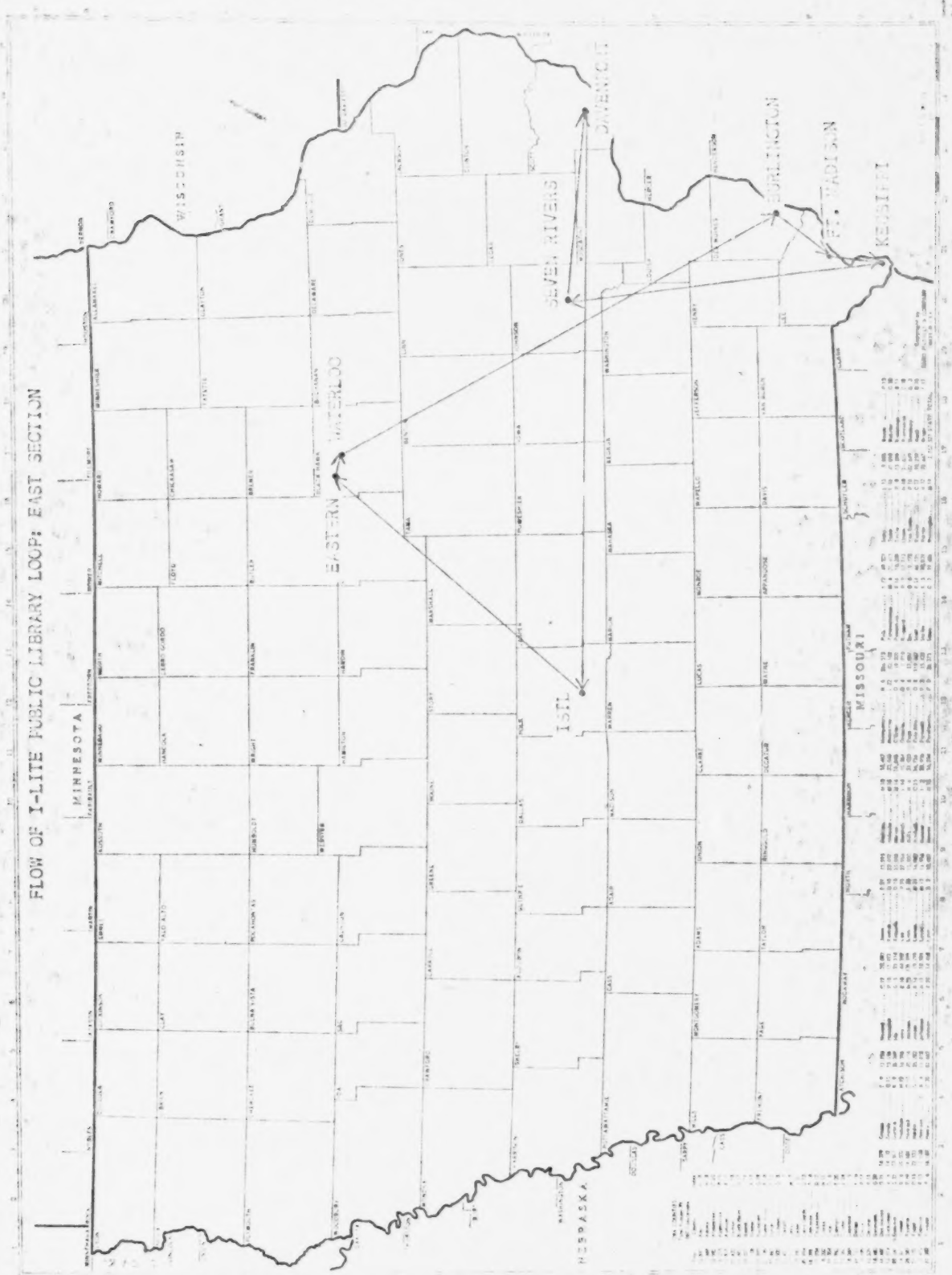
STATE COUNTY OUTLINE MAP



STATE COUNTY OUTLINE MAP

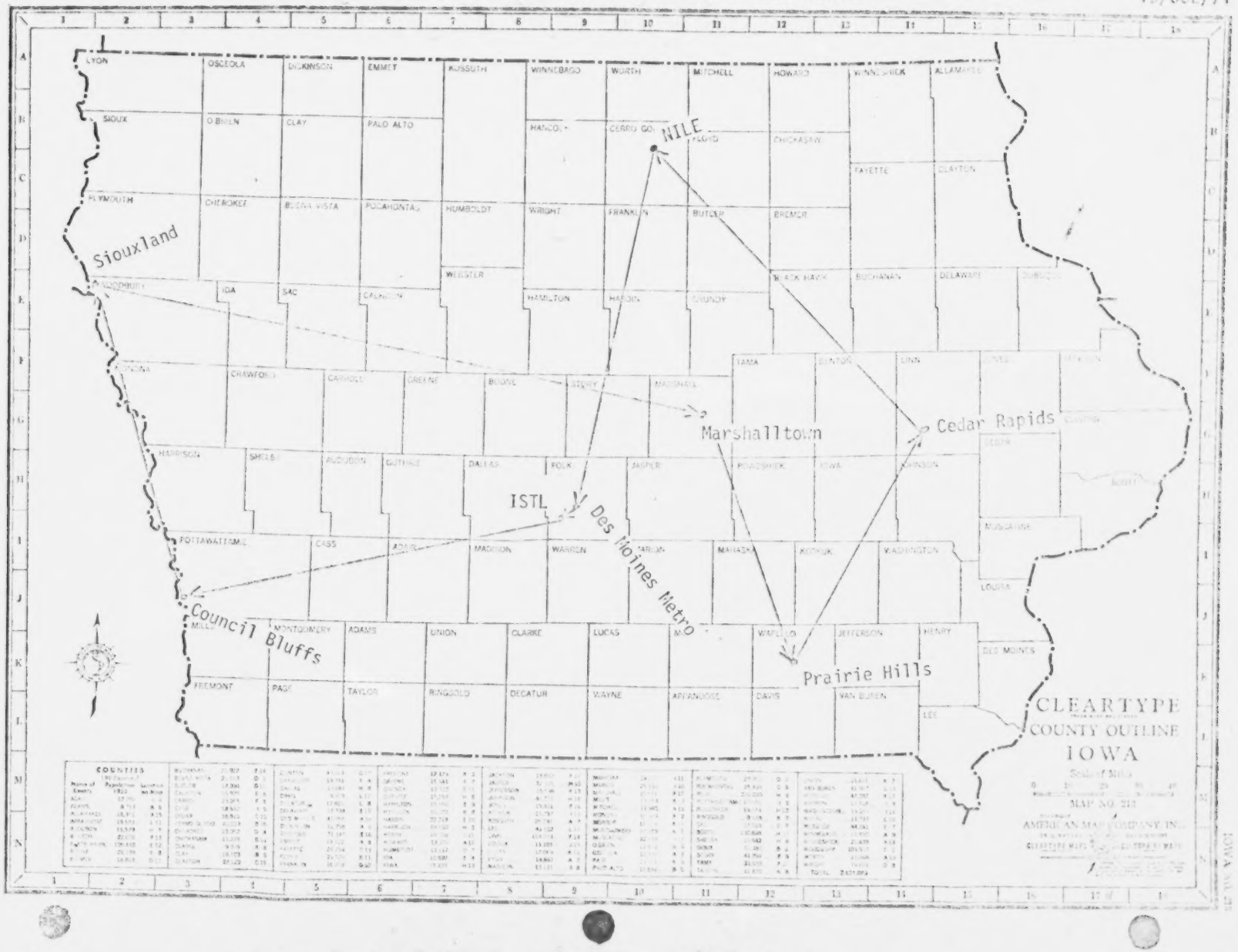
IOWA
SIZE 8½ x 11

12A



FLOW OF I-LITE PUBLIC LIBRARY LOOP: WEST SECTION

19/JUL/71



The I-LITE loop does not receive a message serial number, and is entered in your TWX log as "I-LITE LOOP" followed by the date. It will prove useful if you note any ILMSG test number which may appear on the loop. If you do add individual requests of your own to the loop, these ILLRQs and their proper numbers are recorded on the log sheet also.

E. I-LITE Loop Heading - Academic Library Section

The academic section of the I-LITE loop is properly headed on the first line with the words "I-LITE Academic Loop #1421" (this number, assigned each time the loop passes through Iowa State Traveling Library, will of course change each day). The second and third lines contain the date and answerback code (respectively) of the sending library. The fourth line is the word "REPORTING." Example:

I-LITE ACADEMIC LOOP #1567
21/JAN/71
CORNEL CLB MV
REPORTING

As the academic loop contains a serial number, it should be entered in your incoming TWX log as "I-LITE Loop" followed by the number and the date. If you add individual requests of your own to the loop, these ILLRQs and their proper numbers are of course recorded on the log sheet. Your outgoing TWX log should record not only your ILLRQ numbers, but the serial number of the loop on which they were sent.

It is useful to record the time you actually received the loop and the time it was sent.

F. Loop Ending - Any Loop

The proper ending for the I-LITE loop is "END I-LITE LOOP" followed by the sending library's answerback code and the work "END" following by 10 line feeds.

1. USUAL ENDING

END I-LITE LOOP
IA SIOUXLAND
END.

G. Patron Request Slips

The interlibrary loan requests to be added to the loop should be prepared in advance by the TWXing library. The preparation should start at the desk where most patron requests are taken. (See page 13D.)

1. The author and title of the book and the patron's name, status (occupation), and phone number should be recorded on the request form. Also, the extent to which a request should be searched must be indicated. The extent of the search depends upon the date by which the patron must have the material (there is a blank for recording this information on the Patron Request Slip, see page 13D). The desired extent of the search must be marked in the blank in front of the word LOOP, ISTL, or BIB, in accordance with the following:

   a. A check in front of "LOOP" only, indicates that the TWX operator should terminate the search after the request has circuited one loop without attempting to switch the request to another loop.

   b. A check in front of both "LOOP" and "ISTL" indicates that after the request has circuited one loop unsuccessfully, the TWX operator should send it to Iowa State Traveling Library with instructions to place it on the alternate loop.

   c. A check in front of "ISTL" only, indicates that the request should be sent directly to Iowa State Traveling Library to be placed on the alternate loop. Requests can be switched directly, only if the specialized nature of the material makes it appear unlikely that it will be found on that portion of the loop to which the requesting library belongs.

   d. A check in front of "BIB" indicates that the TWX operator should send the request to Iowa State Traveling Library with instructions to forward the request to Denver BIB. Ordinarily requests will have

circuited at least one if not both loops before being sent to Denver. This blank will almost never be checked if neither "LOOP" and "ISTL" have been checked.

e. If all three blanks are checked, then the request will receive complete service.

NOTE: When sending requests to Iowa State Traveling Library to be switched to an alternate loop or sent to Denver or both, your request must specify the processing desired (See page 18: "ILLRQ to Iowa State Traveling Library".)

2. At the bottom of the patron request slip is a place to indicate the TYPE OF MATERIAL REQUESTED. The staff member interviewing the patron should record this information. It is needed for two important reasons:

a. Some types of materials cannot ordinarily be switched to an alternate loop (i.e. current fiction).

b. This record will indicate not only what types of items are being requested on I-LITE, but also the subject areas in which individual libraries are particularly weak.

The subject areas listed on this form must of course be limited in number. If there is any doubt about which of the listed categories is applicable, the subject should be written in the MISC. blank.

3. When the request is sent out on the loop the ILLRQ# is recorded and the date is written in the space DATE TWXed. If the request must later be sent to Iowa State Traveling Library, record the date in the blank following ISTL. LENDING LIB. means the name of the library that replied to the request and is sending the book to the borrowing library. DATE SENT is also indicated in the reply as the day on which the book was sent to the borrower. DATE RECEIVED, DATE DUE and DATE RETURNED are filled in by the requesting library.

4. The form on page 130 may be used by the TWX library for preparing an entry to be added to the loop. It is suggested that a number of these forms be kept at the desk where a patron is most likely to make his request. Of course, cooperative headquarters libraries may use their own interlibrary loan form when processing requests of member libraries. It is suggested that if your cooperative form should be revised, it be made to resemble this form.
5. If these forms are not essential to some other phase of the library's interlibrary loan procedure, it is suggested that when the transaction is completed (whether successfully or not), the slips be kept in a separate file, arranged by author's name. Such a file could be checked before requests were put into I-LITE to determine if the item had been requested before, and if so, its possible location. You will periodically be asked to submit these slips to Iowa State Traveling Library for statistical purposes.

I-LITE PATRON REQUEST SLIP

DATE:_____ ILLRQ NO._____

AUTHOR:_____

TITLE:_____

PUBLISHER:_____ DATE PUB:_____

VERIFICATION:_____

BORROWER:_____ STATUS:_____ PHONE:_____

DATE NEEDED:_____ DATE TWXED:_____

TYPE OF MATERIAL: _____FICTION _____NON-FICTION _____JUVENILE

EXTENT OF SEARCH: _____LOOP _____ISTL(SWITCH) _____ISTL(BIB)

LENDING LIBRARY:_____

DATE SENT:_____ DATE RECEIVED:_____

DATE DUE:_____ DATE RETURNED:_____

RESERVED AT:_____ DATE RESERVED:_____

REMARKS:

The TWX operator can then prepare the tape to be added to the loop. Requests should be alphabetized by author's surname.

V. I-LITE ILLRQ

A. BOOK REQUESTS - GENERAL FORM

MESSAGE IDENTIFICATION CODE DAY/MONTH/YEAR
AUTHOR, LAST NAME FIRST
COMPLETE TITLE, PUBLISHER, YEAR OF PUBLICATION
VERIFICATION
BORROWING LIBRARY IDENTIFICATION CODE (TWO ALPHA LETTERS)
SENDING TWX LIBRARY ANSWERBACK CODE (PRESS "HERE IS" BUTTON)

(five line feeds)

ILLRQ 518 22/NOV/70
MAXWELL, NICOLE
WITCH DOCTOR'S APPRENTICE HOUGHTON, 61
VER: CBI 61-62
KW
IA KEOSIPPI LB

This is a sample of interlibrary loan request number 518 on Nov. 22, 1970 from Keosippi Library Development (Keokuk Public Library) to be sent to the Mt. Pleasant Public Library.

B. SPECIFIC EDITIONS

If a specific edition is needed, the word "ONLY" must be inserted following the publication date. Otherwise, the library filling the request may send any edition it has.

ILLRQ 64 24/NOV/69
ENTWISTLE, WILLIAM J.
CERVANTES, OXFORD UNIVERSITY, 40
VER: BIP 68
NY
IA NILE MACY

This particular 1940 edition was published by Oxford University Press. BIP also lists another edition, published in 1967 by Fernhill.

For example, if the patron needs particularly to see the Fernhill edition and no other, then the request would have to be stated this way:

ILLRQ 64 24/NOV/69
ENTWISTLE, WILLIAM J.
CERVANTES, FERNHILL, 67 (ONLY)
NY
IA NILE MACY

North Iowa Library Extension is requesting this edition for use in Charles City.

C. MULTI-VOLUME TITLES

When a requested title is more than one volume each volume should be considered a separate request.

ILLRQ 1024 22/NOV/69
HEDGES, JAMES B.
BROWNS OF PROVIDENCE PLANTATIONS VOL. I: COLONIAL YEARS BROWN UNIV. 68
VER: BIP 68
SP
IA EASTERN CF

ILLRQ 1025 22/NOV/69
HEDGES, JAMES B.
BROWNS OF PROVIDENCE PLANTATIONS VOL. II: NINTEENTH CENTURY BROWN UNIV. 68
VER: BIP 68
SP
IA EASTERN CF

D. I-LITE Loop Techniques

The following procedures should be followed in the handling of the I-LITE loop:

When the loop arrives at your library remove tape from tape cutter and paper from typewriter, take the list to your card catalog and search for requested material. Check also any union or branch catalogs you might have. (These are catalogs containing cards for books owned by members of the cooperatives, as well as branch collections.)

Pull all the books you can provide from your shelves before you resend the tape.

Place the received tape back in the tape feed and run through, making a new tape, deleting the filled requests. If the request is in circulation, DO NOT delete, but relay this fact to the TWXing library.

This deleting is done by pushing the OFF button down on the tape cutter for all filled requests.

When you reach an item on the loop that you have filled, stop the paperpunch and push the OFF button down. These are then retained from the loop. When you have finished deleting items from the I-LITE loop, add your requests. Place two inches of RUB-OUT and five line feeds on the tape between each request. This is important to the next library who might fill your request and need to delete.

When the loop is finished, check it for errors, correct if necessary, then send the new I-LITE loop to the next library.

E. ILLRP TO I-LITE LOOP

The loop has now left the library and you are ready to make replies to each of the TWXing libraries whose ILLRQ's you are filling.

Type the ILLRP and the next number. Then type ILLRQ and the request number, then state your action on the requests you are filling.

```
IA KEOSIPPI LB
ILLRP 853  7/NOV/69

ILLRQ 518 SENT TODAY.
ILLRQ 520 SENDING TOMORROW.

END ILLRP 853
IA OTT PB LB
END
```

If you are unable to fill a request because it is in circulation or in any member or branch collection, follow the forms below, using abbreviation BR COLL., for Branch Collection.

```
IA NILE MACY
ILLRP 854 7/NOV/69

ILLRQ 64 IN CIRC. RESERVE?
ILLRQ 65 IN BR. COLL.  RESERVE?

END ILLRP 854
IA OTT PB LB
END.
```

Do not make any replies on the loop itself.

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ILLRPs which offer to reserve materials should be handled as follows:

1. Wait until the loop has returned to your library. If the request has not yet been filled, and the item is still of use to your patron, TWX the holding library and request that it be reserved (see EXAMPLE below).
2. If for some reason you do not wish to reserve an item, it is not necessary to TWX the holding library. Merely disregard the reserve message.
3. Libraries sending "IN CIRC-RESERVE?" messages should not reserve an item until they receive a TWX request to do so--and this may be several days after the request was originally received.

When requesting another library to reserve an item, be certain to include not only your own ILLRQ number, but the author and title as well. EXAMPLE:

```
IA OTT PB LB
ILMSG 66   20/NOV/70
PLS RESERVE ILLRQ 64:  COKE, ROGER.
    A DISCOURSE OF TRADE.

END ILMSG 66
IA NILE MACY
END.
```

When an item on reserve is finally loaned, an ILLRP identifying the ILLRQ number, the book's author and title, and the borrowing library should be sent by the lending library to the requesting TWX center. EXAMPLE:

```
IA NILE MACY
ILLRP 482   11/JAN/71

RESERVED ITEM SENT TODAY TO DA:
ILLRQ64:  COKE, ROGER
A DISCOURSE OF TRADE.

END ILLRP482
IA OTT PB LB
END.
```

VI. ILLRQ to Iowa State Traveling Library

A. General

As ISTL is now included on both sections of the I-LITE loop, network library requests will be searched in the ISTL catalog during the normal progress of those loops.

Five types of requests may be TWXed directly to ISTL:

1. Requests to be switched to an alternate loop;
2. Requests to be switched to an alternate loop and to be forwarded to the Bib Center if not found on that loop;
3. Requests to be forwarded directly to the Bib Center without being switched;
4. Requests for films and records;
5. Requests for periodical locations from the Iowa Union List of Serials.

B. Switching Requests to Alternate Loop.

When the loop is returned to a library after it has made a complete circuit, the TWX operator should delete all of that library's unfilled requests. The operator should next check those requests against the "PATRON REQUEST SLIP" to determine if the search is to be terminated, or if the request is to be switched to the alternate loop and/or sent to the Bib Center (see instructions on page 13A). If the Patron Request Slip indicates that the search should be continued, the request is TWXed to Iowa State Traveling Library in the following manner:

1. Retain the ILLRQ# assigned to the original request.
2. Indicate at the beginning of each request that it is to be switched by typing "SWITCH" on the line above the ILLRQ number.
3. If the request is also to be forwarded to the Bib Center (assuming it is not filled on the alternate loop), indicate this by typing "SWITCH-BIB" on the line above the ILLRQ number. NOTE: Requests which remain

unfilled after circuiting the alternate loop will not automatically be sent to the Bib Center unless this indication is made.

4. For all items to be switched or sent to Bib, the patron's name and status must be added to the request as shown in the example below:

5. GENERAL FORM:

EXTENT OF SEARCH (SWITCH: SWITCH-BIB; or BIB-ONLY)
MESSAGE IDENTIFICATION CODE DAY/MONTH/YEAR

PATRON'S NAME (5 spaces) STATUS

AUTHOR (LAST NAME FIRST)
COMPLETE TITLE, PUBLISHER, YEAR OF PUBLICATION
VERIFICATION
BORROWING LIBRARY IDENTIFICATION CODE (two alpha letters)
SENDING TWX LIBRARY ANSWERBACK CODE (press "HERE IS" button)

(5 line feeds)

SWITCH-BIB
ILLRQ 41

PATRON, MARY C. STUDENT

GAZDA, GEORGE M.
INNOVATIONS TO GROUP PSYCHOTHERAPY THOMAS 68
VER: CBI 68
PT
COE CLIB CR

C. Requests Direct to Bib Center

Requests which are TWXed to ISTL to be forwarded to the Center for Bibliographic Research at Denver, without first being switched to an alternate loop have the same format outlined in VI, B., 5., above. However, the "extent of search" is indicated by the words "BIB-ONLY" on the line above the ILLRQ number.

D. Audio-Visuals

If you are requesting an audio-visual from Iowa State Traveling Library, there are several facts which must be included in the request.

1. FILMS

For a film ILLRQ, you must state if the film has the following properties: 8mm or 16mm, color or black and white, sound or silent, and if it is super 8mm or regular 8mm. Also state the dates the film is needed.

MESSAGE IDENTIFICATION CODE DAY/MONTH/YEAR
FILM TITLE
SPEED, COLOR OR BLACK AND WHITE, SOUND OR SILENT
DATE NEEDED
BORROWING LIBRARY IDENTIFICATION CODE
SENDING TWX LIBRARY ANSWERBACK CODE

ILLRQ 362 7/NOV/70
FILM: THE RED BALLOON
16MM COLOR, SOUND
DATE NEEDED: DEC. 15-20, 1970
YT
IA CLINTON LIB

2. RECORDS

a. In requesting records, the record title should include the popular or program name of the work; e.g., "New World Symphony" and the proper title; e.g., "Symphony #9 in E, Op. 95." If a certain artist or a certain orchestra is desired, this should also be indicated.

The Schwann Catalog series is probably the best source for finding the correct citation.

b. General Form

Record requests should resemble the following:

MESSAGE IDENTIFICATION CODE DAY/MONTH/YEAR
RECORD TITLE
SPEED
DATE NEEDED
BORROWING LIBRARY IDENTIFICATION CODE
SENDING TWX LIBRARY ANSWERBACK CODE

ILLRQ 863 27/NOV/69
RECORD: DVORAK, ANTONIN, "NEW WORLD SYMPHONY",
SYMPHONY #9 IN E, OP. 95, L. A. SYM., LEINSDORF.
33 1/3 LP
DATE NEEDED: 4/JAN/70
YI
IA CY 7 RIVERS

If you desired the above title by the New York Philharmonic, Leonard Bernstein conducting, rather than Erik Leinsdorf conducting the Los Angeles Symphony, it should have been so indicated.

ILLRQ 863 27/NOV/69
RECORD: DVORAK, ANTONIN, "NEW WORLD SYMPHONY",
SYMPHONY #9 IN E, OP. 95, N.Y. PHIL., BERNSTEIN.
33 1/3 LP
DATE NEEDED: 4/JAN/70
YI
IA CY 7 RIVERS

VII. BIBLIOGRAPHICAL CENTER

The Bibliographical Center for Research (Bib. Center), located in Denver, Colorado, is a regional library agency with an expertly trained staff providing information for the cultural-industrial-scientific research needs of the Mountain-Plains States.

The Bib. Center supplements local library service, locates hard-to-find research materials, makes literature searches, and functions as an interlibrary clearing house and communication center.

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Iowa State Traveling Library will receive your unfilled loop requests in the manner previously described (see page 18) and TWX the Bib Center for a location of desired material.

A. Requests to Bib - General Form

This format should be used by the TWX operators ~~of Iowa State Traveling Library~~ when sending requests to the Bib Center.

MESSAGE IDENTIFICATION CODE DAY/MONTH/YEAR

PATRON'S NAME (5 spaces) STATUS

AUTHOR, LAST NAME FIRST
COMPLETE TITLE, PUBLISHER, YEAR OF PUBLICATION
VERIFICATION
~~BORROWING LIBRARY IDENTIFICATION CODE (two alpha letters)~~
SENDING TWX LIBRARY ANSWERBACK CODE (Press "HERE IS" button)

(five line feeds)

ILLRQ 735 22/DEC/69

PATRON, JOHN Q. INDUSTRIAL RESEARCHER

ARAGO, DOMINIQUE FRANCOIS
METEOROLOGICAL ESSAYS. LOND LONGMANS 1855
LC CAT VOL. 5 P. 547
GO
IA MARSHTN PL

B. Replies from Bib - General Form

ISTL will forward to the TWXing library the codes received from Bib. For example, the above request will be forwarded to the Bib Center and they will reply (through ISTL):

IA MARSHTN PL
ILLRP 1078 23/DEC/69

ILLRQ 735 22/DEC/69 26987
COD K CO COC COGRS UU SDB UPB ULA
AUTHOR: ARAGO, DOMINIQUE

END ILLRP 1078
IA STATE T LIB
END

This would mean that the request made by the Marshalltown TWX Center, numbered 735, could be found at the libraries listed by the codes. The first one listed is "COD" which is the Denver Public Library, 1357 Broadway, Denver, Colorado. The rest of the codes can be found by turning to the section of "Bib Center List of Frequently Used Codes" which begins on page 25 of this manual.

C. Interlibrary Loan from Locations Supplied by Bib Center

When locations are received, it is then the responsibility of the TWXing Center to send to one of the coded libraries for the material desired. Standard ALA Interlibrary Loan forms are used.

Please keep track of the libraries you most frequently use, and be sure you do not over-use some libraries.

The number immediately preceding the code line is the Bib Center work code (26987) and does not concern operations of I-LITE.

D. Bib Center - Other Services

The Bibliographic Center for Research provides the following types of service, any combination of which may be requested. The cost to Iowa State Traveling Library of sending a request to the Bib Center depends on how many of these services are requested.

1. Search of the regional union catalog for locations of requested titles. These locations are then reported to the requesting library, which may order the item directly from the holding institution. This is the basic type of service which has been utilized by I-LITE members in the past. Its cost is minimal.
2. Referral of requests to a lending library. The Bib Center will, if requested, both refer the request and report additional locations.

3. Circularizing: The Bib Center will seek to determine locations of a title by going beyond their regional union catalog. It may query the National Union Catalog or place the request on other regional networks similar to I-LITE.

4. Priority handling will be provided for requests designated RUSH, NEEDED BY (date). The Bib Center will process these within a maximum time of 48 hours after receipt.

I-LITE libraries are urged to remember that these services are available when needed.

Please keep track of the libraries you most frequently use, and be sure you do not over-use some libraries.

The number immediately preceding the code line is the Bib Center work code (26987) and does not concern operations of the I-Lite system.

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VIII. PERIODICAL REQUESTS

A. GENERAL FORM

Periodical requests follow the same verification and form as book requests. These are NOT, however, placed on the loop. They are individual requests to the library holding the serial. The holdings are listed in the IOWA UNION LIST OF SERIALS. A copy of this will be issued at a later date to TWX librarians. For the present, the Iowa State Traveling Library has a work copy of the IOWA UNION LIST OF SERIALS, and ISTL may be TWXed for locations, ATTN: REFERENCE DEPT.

Your periodical request may be answered by a single issue, a bound volume containing the issue, or a photo-copy of the article being sent.

MESSAGE IDENTIFICATION CODE NO. DAY/MONTH/YEAR
PERIODICAL TITLE, VOLUME, DATE OF PERIODICAL
AUTHOR, TITLE OF ARTICLE, PAGINATION OF ARTICLE
VERIFICATION
REQUESTING LIBRARY IDENTIFICATION CODE
SENDING TWX LIBRARY ANSWERBACK CODE

ILLRQ 234 7/NOV/69
IOWA BUSINESS INDUSTRY MAGAZINE VOL. 25, MAY 66
P. 23
NO AUTHOR, IOWA MAN OF THE MONTH
VER: BPI 66
YT
IA CLINTON LIB

B. PHOTO-COPY ONLY

If you specifically desire a photo-copy, the words (PHOTO ONLY) should follow pagination of the article on line three.

ILLRQ 234 25/NOV/70
IOWA BUSINESS AND INDUSTRY MAGAZINE, VOL. 25, MAY 66
NO AUTHOR. IOWA MAN OF THE MONTH. P23. (PHOTO ONLY)
BPI 66
PL
IA LUTH COL LB

IX. INTERLIBRARY MESSAGES

These are messages to people located in the library. The message may be about staff meetings, administrators' decisions, future plans, or projects. These messages can be directed to a particular person by using the abbreviation "ATTN:". Also, "FROM" may be used to tell from whom the message originated. Use only last names after the words "ATTN" and "FROM" unless there are two people with the same last name.

ILLMSG 946 7/NOV/70
ATTN: SWANSON
FROM: SCHAILE

WE WILL BE ATTENDING THE 10:00 A.M. MEETING IN DES MOINES CONCERNING THE NEW RULES AND REGULATIONS.

END ILMSG 946
IA BURLING FPL
END.

X. NON-LIBRARY MESSAGES

These messages are to companies, vendors, or businesses. These may be used to inquire about invoices, make hotel

reservations, or to order books and supplies. These messages can be sent to firms maintaining TWX service, and most companies will accept collect calls.

MSG 959 7/NOV/69

TWX ORDER
OTTUMWA PUBLIC LIBRARY COOPERATIVE CENTER
PRAIRIE HILLS LIBRARY SYSTEM
129 NORTH COURT
OTTUMWA, IOWA 52501

BILL TO: SAME
SHIP TO: OTTUMWA PUBLIC LIBRARY COOPERATIVE CENTER
PICKWICK BRANCH
203 WEST WILSON
OTTUMWA, IOWA 52501

AA1 (1) 0236 2709592
ETC.

END MSG 959
IA OTT PB LIB
END. (book orders to McClurg's computer)

MSG 560 17/DEC/69

SINGLE RESERVATION FOR MR. MAURICE TRAVILLIAN
JAN 15-THRU AND INCLUDING 19. LATE ARRIVAL,
GUARANTEE TO IOWA STATE TRAVELING LIBRARY,
HISTORICAL BUILDING, DES MOINES, IOWA, 50319.
PLEASE CONFIRM TO SAME.

END MSG 560
IA STATE T LIB
END.

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XI. SUPPLIES

Normal TWX supplies will be sent to you from ISTL. These are the TWX paper (8 x 7/16" wide, 4 x 1/2" diameter roll, color white, carbon copy), paper tape (8 channel, 1" wide, 8" diameter roll, 2" I.D., color white, unoiled, unperforated) and ribbons (nylon teletype black record medium, 1/2" wide).

ISTL requires that you anticipate your supply needs two (2) months in advance. Your requests for supplies should be TWXed to ISTL, attn: Mrs. Beck, two months in advance of need.

When your requested supplies are received, you should immediately TWX ISTL, attn: Mrs. Beck, "Supplies ordered __(date)__, have been received, and all is in good order." If there are discrepancies, please report them to ISTL.

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XII. TROUBLE REPORTING

Three kinds of problems may occur. Machine problems, operator technique problems, and management problems.

A. MACHINE PROBLEMS

When machine problems occur you should follow all of the steps outlined in your TWX Manual provided by Northwestern Bell Telephone Company entitled "Teletypewriter No. 33 Operating Instructions". If following these instructions does not clear the trouble, then call your local telephone service man.

B. OPERATOR TECHNIQUES AND MANAGEMENT PROBLEMS

If problems arise in the techniques of handling the I-LITE loop, or other problems, then TWX Ron Stump at Iowa State Traveling Library (910-520-2665) or call 515-281-5237.

XIII. OUT-OF-STATE TWXING

Interstate TWXing makes use of the standard long form request (see Appendix II "TESFIC") and a direct TWX call to any library with TWX capacity.

The procedure for this method requires that when a library originates an interlibrary loan request, they will transfer the information from the long form to punched paper tape and send this message to the out-of-state library. If the library receiving the Interlibrary Loan Request has the item, they will send a confirmation to the requesting library by TWX and send the book to the borrowing library as indicated on the long form.

If the receiving library cannot fill the request, they must send a negative reply to the requesting library. The requesting library must repeat the process until all other likely locations have been exhausted.

XIV. TNX

TNX is, of course, the TWX abbreviation of the word "Thanks".

We wish to credit Mr. Warren Bird at the Systems and Communications Division of the Duke University Medical Center Library, Durham, North Carolina, for permission to revise and utilize the information in his "Teletypewriter Exchange System for Interlibrary Communications", revised

October, 1969, known as TESFIC.

We would also like to acknowledge help from Mr. Denny Stephens, Kansas State Librarian, Topeka, Kansas, for information on the Kansas Information Circuit, and permission to use materials generated by KIC.

6/OCT/70

TELETYPE DIRECTORY OF IOWA LIBRARIES

BURLINGTON FREE PUBLIC LIBRARY	IA BURLING FPL	910-525-1145
CEDAR FALLS PUBLIC LIBRARY	IA EASTERN CF	910-525-2451
CEDAR RAPIDS PUBLIC LIBRARY	IA PUB LIB CDR	910-525-1336
COE COLLEGE LIBRARY	COE CLIB CR	910-520-1308
CORNELL COLLEGE LIBRARY	CORNEL CLB MV	910-520-2810
COUNCIL BLUFFS PUBLIC LIBRARY	IA C BLUFFS PL	910-966-8020
DAVENPORT PUBLIC LIBRARY	IA PUB LIB DVP	910-525-1198
DES MOINES METRO SERVICE AREA	IA DESM MLSA	910-520-2567
DES MOINES PUBLIC LIBRARY	IA DESM MLSA	910-520-2567
DRAKE UNIVERSITY LIBRARY	IA DRAKE U LIB	910-520-2552
EASTERN IOWA LIBRARY COOPERATIVE	IA EASTERN CF	910-525-2451
FORT MADISON PUBLIC LIBRARY	FORT MAD LIB	510-331-7130
GRACELAND COLLEGE LIBRARY	GRACCOLLEGELIB	910-520-1021
GRINNELL COLLEGE LIBRARY	GRINNELL CL GN	910-520-2820
IOWA CITY PUBLIC LIBRARY	IA CY 7 RIVERS	910-525-1392
IOWA STATE TRAVELING LIBRARY	IA STATE T LB	910-520-2665
IOWA STATE UNIVERSITY LIBRARY	IAST U LB AMES	910-520-1159
KEOKUK PUBLIC LIBRARY	IA KEOSIPPI LB	510-331-7110
KEOSIPPI LIBRARY DEVELOPMENT	IA KEOSIPPI LB	510-331-7110
LUTHER COLLEGE LIBRARY	IA LUTH COL LB	910-525-2082
MARSHALLTOWN PUBLIC LIBRARY	IA MARSHTN PL	910-520-1427
MASON CITY PUBLIC LIBRARY	IA NILE MACY	910-523-6964
NORTH IOWA LIBRARY EXTENSION	IA NILE MACY	910-523-6964
OTTUMWA PUBLIC LIBRARY	IA OTT PB LB	910-520-1454
PRAIRIE HILLS LIBRARY SYSTEM	IA OTT PB LB	910-520-1454
SCHOOL OF LIBRARY SCIENCE (UNIVERSITY OF IOWA)	IA SUI LIB SCI	910-525-1391
SEVEN RIVERS LIBRARY SYSTEM	IA CY 7 RIVERS	910-525-1392
SIOUX CITY PUBLIC LIBRARY	IA SIOUXLAND	910-968-1734
SIOUXLAND LIBRARY SYSTEM	IA SIOUXLAND	910-968-1734
* UNIVERSITY OF NORTHERN IOWA	UNLIB CFLS	910-525- 2450
WATERLOO PUBLIC LIBRARY	IA WATERLOO PL	910-525- 1277

* Not a member of I-LITE

AUG./ 1972

I-LITE CODE EXPLANATION

This directory to Iowa library codes is arranged in four parts.

The first part (pages 41 - 98) is an arrangement of the library code letters themselves, in alphabetical order from AA to ZZ. It will make possible the identification of those libraries whose ILLRQ's appear on the Loop. This part includes all libraries in the state - public, educational, institutional and special.

The second part (pages 99 - 151) is a list of Iowa public libraries (including those with memorial names) and codes arranged in the alphabetical order of the city in which they are located. No educational, institutional or special libraries are included.

The third part (pages 152 - 160) is a list of special, educational and State institutional libraries and their codes, arranged in the alphabetical order of the city in which they are located. No public libraries are included.

The fourth part (pages 161 - 173) is an alphabetical listing of libraries by memorial name, college name, institutional name, and alternate names (for those which have recently been renamed). Special libraries are included.

Not all entries contain the name of the librarian. In such cases, the cooperatives have not supplied the name and it could not be found elsewhere.

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The name of the interlibrary loan librarian is listed, where known. Otherwise, the head librarian is listed.

Some entries are labelled as "Reserve". This was done to provide slots for libraries that might later come into being, and to provide codes for towns that may become bookmobile stops, or cooperative system stations. In addition to reserving codes for towns, the directory has also reserved codes for possible future use of the various cooperatives.

It seems inevitable that directories of this type are never free from error. The names of both librarians and institutions will change. Users are encouraged to assist in updating and correcting this directory portion of the I-LITE Manual by contacting the Reference Consultant, Iowa State Traveling Library.

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CODES FOR IOWA LIBRARIES

AA
OTTUMWA PUBLIC LIBRARY
SANDRA NORTON, INTERLIBRARY LOAN
129 NORTH COURT
OTTUMWA, IOWA 52501

AB
AGENCY PUBLIC LIBRARY
MISS RUTH JOHNSON, LIBRARIAN
AGENCY, IOWA 52530

AC
ALBIA PUBLIC LIBRARY
MRS. MARGARET WILLITTS, LIBRARIAN
203 BENTON AVENUE
ALBIA, IOWA 52531

AD
ALLERTON PUBLIC LIBRARY
MRS. EDITH SNODGRASS, LIBRARIAN
ALLERTON, IOWA 50008

AE
BLAKESBURG PUBLIC LIBRARY
MRS. GLEE THOMPSON, LIBRARIAN
BLAKESBURG, IOWA 52536

AF
BLOOMFIELD PUBLIC LIBRARY
MRS. HAZEL COOK, LIBRARIAN
107 NORTH COLUMBIA
BLOOMFIELD, IOWA 52537

AG
CENTERVILLE PUBLIC LIBRARY
DOROTHY OWEN, LIBRARIAN
115 - 117 DRAKE AVENUE
CENTERVILLE, IOWA 52544

AH
CHARITON FREE PUBLIC LIBRARY
MRS. NILA NICKEL, LIBRARIAN
BRADEN AVENUE
CHARITON, IOWA 50049

AI
CORYDON PUBLIC LIBRARY
MRS. VIRGINIA BAKER, LIBRARIAN
CORYDON, IOWA 50060

AJ
CRESTON PUBLIC LIBRARY
MRS. PHYLLIS ARNOLD, LIBRARIAN
MAPLE STREET
CRESTON, IOWA 50801

AK
ELDON PUBLIC LIBRARY
MRS. JOSEPHINE MOORE, LIBRARIAN
ELDON, IOWA 52554